

**State of Michigan
MiCSES / EF Enforcement
Requirements Specifications**

General Information

Project ID / Acronym:	MiCSES / EF Enforcement	Date:	11/14/2005
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This example is from MiCSES which is a large and complex project. This project is a Federally Mandated System with approximately 200+ staff.

Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the MiCSES / EF Enforcement project or who will become involved during the lifecycle.

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1. Project Scope

The scope of this project is the loading of all sources of income in to MiCSES, and taking enforcement actions based on the age of the data.

The JAD included in the IWN discussion the following tickets from the enforcement WIT requirements document. The resolution of these tickets will be determined during the functional design JAD.

EMPLOYER RELATED – Sending multiple notices

79729, 85094, 94241, 95220, 104259, 119828, 123275, 125895, 126652

Exclusions:

The generation of the IWN and monitoring will be included as a part of EF45 - Automatic Actions to income sources on the system.

The generation of the new federal IWN form and calculating the obligation will be included in EF 46 recording the obligation to generate the IWN.

Identifying multiple addresses for an income source, and directing the documentation to that income source will be included in EF 48 Sending notices to income sources.

Reporting capability of IWN information on the application and generating bonus reports will be included in EF 49 Reports and Bonuses.

Efficiencies in mailing groups of IWNs to the same employer, in the same envelope are not included in the scope of this task.

Generating the IWN in multiple languages is not included in the scope of this task.

SDU receipting of wage receipts and the allocation of those payment is outside the scope of this task.

2. Project Objectives

MiCSES must match members with court orders to sources of income (SOI) through electronic interfaces. Based on the given criteria for the SOI (including but not limited to new hire, quarterly wage, Social Security Administration (SSA) and unemployment) MiCSES must

- a. Take actions to include new SOI to the database;
- b. Match new or existing SOIs as income sources for members;
- c. Depending on type of SOI, MiCSES may generate a withholding notice and a National Medical Support Notice (NMSN) or restart the SOI when it was previously terminated for the member; and
- d. Based on qualifying criteria, open or close the income withholding.
- e. Sources of Income (SOI) will be stored and maintained independent of the other party table (OTHP).

MiCSES has automated interfaces with the Michigan unemployment agency and Federal and State New Hires. These interfaces will be enhanced to meet these requirements and provide the

necessary automation defined by the JAD.

3. Requirements Analysis Technique

JAD

4. System Requirements

4.1 Functional Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
2	MiCSES must automatically identify all SOIs that match a member's primary SSN for active IV-D cases attached to an active docket.	R	JAD	C	03/27/2007
2.1	MiCSES must not automatically create a duplicate SOI with the same FEIN for the member.	R	JAD	C	03/27/2007
2.1.1	A terminated SOI attached to a member will be made active for that member when conditions are met that qualify the SOI to be restarted.	R	JAD	C	03/27/2007
2.1.2	MiCSES must not qualify an SOI as a good SOI by type, if the SOI meets a threshold defining the information as old information.	R	JAD	C	03/27/2007
2.1.3	SOI information determined to be old information that is supported by newer information from another interface (old new hire will be loaded if current quarterly wage qualifies the member) must be treated as verified information on the system.	R	JAD	C	03/27/2007
2.1.4	A member cannot be attached to an SOI that is not in the SOI Table.	R	JAD	C	03/27/2007
2.2	MiCSES must notify the worker when there is a match from a Qualified SOI to a secondary/tertiary SSN	R	JAD	C	03/27/2007
3.1	The worker must be able to manually attach an SOI to a member.	R	JAD	C	03/27/2007
3.1.1	The member must be able to have multiple SOIs.	R	JAD	C	03/27/2007
3.1.2	MiCSES must notify the worker when a duplicate SOI is being attached to a member.	R	JAD	C	03/27/2007
3.1.2.1	The worker must be able to attach the potential duplicate after being notified.	R	JAD	C	03/27/2007

3.1.2. 2	The worker must be able to delete the potential duplicate after being notified.	R	JAD	C	03/27/2007
3.2	The worker must be able to filter the SOIs based on fields in the SOI record.	R	JAD	C	03/27/2007
3.2.1	The worker must be able to sort the SOIs based on fields in the SOI record.	R	JAD	C	03/27/2007
3.3	The worker must be able to initiate an employer verification notice to any SOI.	E	JAD	C	03/27/2007
3.4	MiCSES must capture the history (add, update, delete, merge) of SOIs attached to a member.	R	JAD	C	03/27/2007
3.5	Workers must be able to view the member's SOI history.	R	JAD	C	03/27/2007

4.2 Input and Output Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
1	MiCSES must automatically <u>relate</u> all SOIs that match a member's primary SSN for active IV-D cases.	R	JAD	C	03/27/2007
1.1	The SOI must be recorded in the SOI table.	R	JAD	C	03/27/2007
1.1.1	The SOI table must have edit checks so as not to allow duplicates.	R	JAD	C	03/27/2007
1.1.1. 1	An SOI must be considered for purposes of loading, as a duplicate if the FEIN and address match an existing SOI Type with the same type.	R		C	03/27/2007
1.1.1. 1.1	When a single FEIN is matched to an SOI with multiple locations in the SOI table, the automated process must select the existing SOI with a matching SOI State and zip code.	R		C	03/27/2007
1.1.1. 2	When MiCSES automatically matches an SOI that has been merged in to another primary SOI entry, MiCSES must select the primary SOI as the SOI to attach to the member.	R		C	03/27/2007
1.1.2	MiCSES must have a maintainable list of known SOI types allowing IWNs (which trigger IWNs and NMSN to generate automatically).	R	JAD	C	03/27/2007
1.1.3	MiCSES must attach the SOI to the member when provided to MiCSES by agency SOI interfaces if the SOI provides benefits collectible by IWN.	R		C	03/27/2007
1.2	MiCSES must be able to process multiple files from the same SOI type in	R	JAD	C	03/27/2007

	the same batch run.				
1.3	A worker must be able to manually add an SOI.	R	JAD	C	03/27/2007
1.3.1	MiCSES must notify the worker of a potential duplicate SOI.	R	JAD	C	03/27/2007
1.3.1.1	The worker must be able to add the potential duplicate after being notified.	R	JAD	C	03/27/2007
1.3.1.2	The worker must be able to delete the potential duplicate after being notified.	R	JAD	C	03/27/2007
1.3.2	MiCSES must restrict the worker role that can add an SOI.	R	JAD	C	03/27/2007
1.3.3	MiCSES must restrict the worker role that can update an SOI.	R	JAD	C	03/27/2007
1.3.4	MiCSES must restrict the worker role that can delete an SOI.	R	JAD	C	03/27/2007
1.3.5	MiCSES must restrict the worker role that can merge an SOI.	R	JAD	C	03/27/2007
1.3.6	MiCSES must track history (add, update, delete, merge) SOI records.	R	JAD	C	03/27/2007
1.3.6.1	The worker must be able to view the SOI record history.	R	JAD	C	03/27/2007

4.3 Performance Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.4 User Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.5 System Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1	MiCSES must have automated interfaces with SOI types.	R	JAD	C	03/27/2007
4.1.1	MiCSES must have an interface with MUIA to identify members receiving benefits from the agency.	R	JAD	C	03/27/2007
4.1.2	MiCSES must have an interface with New Hire.	R	JAD	C	03/27/2007
4.1.3	MiCSES must have an interface with quarterly wage.	R	JAD	C	03/27/2007
4.1.4	MiCSES must have an interface with Social Security Administration (SSA) to identify members receiving benefits	R	JAD	C	03/27/2007

	from the agency.				
4.1.5	MiCSES must have an interface with Worker's compensation to identify members receiving benefits from the agency.	R	JAD	C	03/27/2007

4.6 Communication Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.7 Computer Security and Access Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.8 Backup and Recovery Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.9 Preliminary Data Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
5.1	The SOI must be stored separately from entries in the OTHP Other Party Table.	R	JAD	C	03/27/2007
5.2	Workers must have the ability to search and view SOI in MiCSES.	R	JAD	C	03/27/2007
5.3	Manual processes, batch processes and screens using SOI from OTHP table must now access SOI from the new storage method.	E	JAD	C	03/27/2007
5.4	MiCSES must allow central SOI maintenance to build and maintain relationships between employers for the loading process to occur correctly when an NCP works for a conglomerate.	R	JAD	C	03/27/2007
5.5	MiCSES must store multiple address types for a single SOI.	R	JAD	C	03/27/2007
5.6	MiCSES must identify an SOI that receives NMSNs	R	JAD	C	03/27/2007
5.6.1	MiCSES must identify an SOI that does not receive NMSNs.	E	JAD	C	03/27/2007

4.10 Preliminary Implementation Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5. System Test Requirements

5.1 Testing Techniques

Testing for this project will consist of development of system and user acceptance test plans. The MDIT and business team members will identify test conditions from the requirements. The business will create and document test scenarios, test cases, and expected results for all requirements, business rules identified during design, error conditions, and data elements defined during design.

The programming staff will be responsible for unit testing during development. System testing will be the responsibility of the analyst staff.

The user acceptance test will be conducted by the business owner or designees. Results will be documented. Any defects will go back to development and process through the same cycle. Any new design features uncovered during testing will follow the Change Request process.

5.2 Test Phases

Following a successful end-to-end systems All report fields, screen fields on all associated reports, screens and forms will be verified prior to production.

5.3 Test Environments Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5.4 Acceptance Test Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
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1	MiCSES relates all SOIs that match member's primary SSN automatically for active IV-D cases.	Medium	John Doe	C	3/27/07
1.1,1.1.1	MiCSES does not load duplicate 'E' type SOI records for New Hire and Quarterly Wage.	Medium	John Doe	C	3/27/07
1.1.1.1	MiCSES does not load duplicate SOI for New Hire if the FEIN and address match an existing SOI type with the same type.	Medium	John Doe	C	3/27/07
1.1.1.1	MiCSES does not load duplicate SOI for Quarterly Wage if the FEIN and address match an existing SOI type with the same type.	Medium	John Doe	C	3/27/07
1.1.1.1.1	MiCSES automatically selects the existing SOI with a matching SOI State and zip code when a single FEIN is matched to an SOI with multiple locations in the SOI table	Medium	John Doe	C	3/27/07
1.1.1.2	MiCSES automatically selects the primary SOI as the SOI to attach to the member when it matches an SOI that has been merged into another primary SOI entry.	Medium	John Doe	C	3/27/07
1.1.2	MiCSES does have a maintainable list of known SOI types allowing IWNs (which trigger IWNs and NMSN to generate automatically).	Medium	John Doe	C	3/27/07
1.1.3	MiCSES does attach the SOI to the member when provided by agency SOI interfaces if the SOI provides benefits collectible by IWN.	Medium	John Doe	C	3/27/07
1.2	MiCSES is able to process multiple files from the same SOI type during the same batch run. Note: This will not be scripted for UAT because it is a technical requirement. It will be part of System Test.	Medium	John Doe	C	3/27/07
1.3	MiCSES allows the worker to manually add and SOI.	Medium	John Doe	C	3/27/07
2	MiCSES does automatically identify all the SOIs that match a member's primary SSN for active IV-D cases attached to an active docket.	High	John Doe	C	3/27/07
2.1	MiCSES does not automatically create a duplicate SOI with the same FEIN for the member.	High	John Doe	C	3/27/07
2.1.1	A terminated SOI attached will be made active for that member when conditions are met that qualify the SOI to be restarted.	High	John Doe	C	3/27/07
2.1.2	MiCSES does not qualify an SOI as a good SOI by type if the SOI meets a threshold defining the information as old information.	High	John Doe	C	3/27/07
2.1.3	SOI information determined to be old information that is supported by newer information from another interface (old new hire will be loaded if current quarterly wage qualifies the member) will be treated as verified information on the system.	High	John Doe	C	3/27/07
2.1.4	MiCSES does not attach an SOI if the SOI is not in OTHP table.	High	John Doe	C	3/27/07
3.1	The worker is able to manually attach an SOI to a member.	High	John Doe	C	3/27/07
3.1.1	Members are able to have multiple SOIs.	High	John Doe	C	3/27/07

3.3	Workers are able to initiate an employer verification notice to any SOL.	High	John Doe	C	3/27/07
3.4	MiCSES captures the history of adding SOLs to a member.	High	John Doe	C	3/27/07
3.4	MiCSES captures the history of updating a member's SOLs.	High	John Doe	C	3/27/07
3.4	MiCSES captures the history of deleting a member's SOLs.	High	John Doe	C	3/27/07
3.4	MiCSES captures the history of the merging of a member's SOLs.	High	John Doe	C	3/27/07
3.5	A member's history of SOLs is viewable to the worker.	High	John Doe	C	3/27/07
4.1 4.1.1	MiCSES has an interface with the Michigan Unemployment Insurance Agency.	High	John Doe	C	3/27/07
4.1.2	MiCSES has an interface with New Hire.	High	John Doe	C	3/27/07
4.1.3	MiCSES has an interface with Quarterly Wage.	High	John Doe	C	3/27/07

6. Functional Baseline

The Functional Baseline is a completed Requirements Specification Document that is clearly understood, agreed upon and has been approved by the clients, project managers, the Office of Enterprise Security, Infrastructure Services, the MDIT Client Server director, and others as required by the individual agency.

Approval Information

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

☐ Accept ☐ Reject ☐ On Hold ☐ Need Clarification ☐ Other:

	Name / Title	Signature	Date
Client Sponsor			
MDIT Agency Services Sponsor			
Project Manager			
MDIT Infrastructure Services			
Office of Enterprise Security			